

## GRANT PAYMENT CHECKLIST AND INSTRUCTIONS

This checklist includes documents that must be submitted before the Department can authorize payment of the grant amount. The list does not include any items listed on the Application Checklist, all of which should have been received and approved before this point.

Project sponsors have two options for receiving grant payments:

- Escrow closing – the Department provides one grant payment before or at the closing on the property and one payment after the closing.
- Reimbursement – the Department provides one grant payment after the closing.

Choose whichever option is appropriate in your situation, and follow the checklist for that option.

### OPTION #1: ESCROW CLOSING

**Before the Closing:** A check will be issued for the Department's share of the cost of the property.

One copy of the following items must be submitted before we can authorize a check for an escrow closing:

- ☐ Grant and Management Contract (*original copy that has been signed and notarized*)
- ☐ Grant Payment Request Form 8700-001.
  - *Request a check for the Department's share of the cost of the property. Download from Forms and Publications on the Stewardship web page.*

**After the Closing:** A check will be issued for the Department's share of eligible transaction costs.

Submit one copy of the following items **within 60 days** after the escrow closing. The final grant payment will not be issued until we receive these documents. Failure to submit this information in a timely manner could jeopardize future grants.

- ☐ Recorded Grant and Management Contract
- ☐ Recorded Warranty Deed or recorded Conservation Easement
- ☐ Recorded Access Easement (*for landlocked parcels only*)
- ☐ Recorded Mortgage Subordination (*for easements only, if mortgage or land contract encumbers the easement property*)
- ☐ Real Estate Transfer Form
- ☐ Title Insurance Policy
- ☐ Closing Statement, signed by buyer and seller
- ☐ Grant Payment Request Form 8700-001 for eligible acquisition costs (original)
- ☐ Grant Payment Request Worksheet Form 8700-002 for eligible acquisition costs (original)
- ☐ Invoices/vouchers for eligible transaction costs
- ☐ Canceled checks or bank statements for eligible costs
- ☐ Baseline Documentation signed by buyer and seller (*for conservation easements only*)

## OPTION #2: REIMBURSEMENT

To receive your grant payment, submit one copy of the following documentation after you have closed on the property:

- ☐ Grant and Management Contract (*original that has been signed and notarized*)
- ☐ Recorded Grant and Management Contract
- ☐ Recorded Warranty Deed or recorded Conservation Easement
- ☐ Recorded Access Easement (*for landlocked parcels only*)
- ☐ Mortgage Subordination (*For easements only. Required when the property is encumbered with a mortgage or land contract.*)
- ☐ Real Estate Transfer Form
- ☐ Title Insurance Policy (*include backup materials for the exceptions, if not already submitted*)
- ☐ Closing Statement, signed by buyer and seller
- ☐ Grant Payment Request Form 8700-001 for all acquisition costs (original)
- ☐ Grant Payment Request Worksheet Form 8700-002 for all acquisition costs (original)
- ☐ Invoices/vouchers for eligible costs
- ☐ Canceled checks or bank statements for eligible costs
- ☐ Baseline Documentation signed by buyer and seller (*for conservation easements only*)